



Governmental Services Center

## Conducting Motivational Performance Reviews

A useful performance review should be a two-way discussion about the employee's job. The following list of questions may give you some useful ideas for encouraging employee participation.

### Job Responsibilities

- What do you see as the major responsibilities of your job?
- Which are most important? Least important? Why?
- What takes the most time?
- What do you like best about your job? Least?
- What would you change about your job?

### Expectations/Goals

- What accomplishments are you most pleased about?
- What has contributed to your success?
- In some areas, has it been difficult to reach your objectives?
- How could I help you with these areas in the future?

### Strengths

- What do you consider your strong points?
- How do these abilities help in your job?
- Are there ways we could use your talents more effectively?

### Areas For Improvement

- In what areas do you feel you could do a more effective job?
- What have you been doing to improve in these areas?
- How could I be of help to you?

### Development

- What abilities would you like to improve?
- What developmental opportunities would be helpful to you?

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*Serving the People Who Serve the People*

@ Kentucky State University  
Julian Carroll Academic Services Building, 4th Fl  
400 E. Main St  
Frankfort, KY 40601  
502-564-8170  
502-564-2732 fax  
<http://personnel.ky.gov/gsc>

